

STATE OF NEBRASKA
NEBRASKA MOTOR VEHICLE INDUSTRY LICENSING BOARD
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<http://mvdealerbd.ne.gov>

<http://statutes.unicam.state.ne.us>

60-1401 Motor Vehicle Industry Licensing Board

60-320 Re: Dealer Plates and In-Transits

RE: APPLICATION FOR DEALER LICENSE

- **FEE:** The fee for a dealer license is **\$175.00**. All licenses are for calendar year only. *Fees are not collected until after the dealership has been inspected and approved.*
- **DEALERSHIP NAME:** Must reflect the nature of your business; i.e., "Jones Used Cars."
- **LOCATION/ZONING:** Dealership location must conform to applicable zoning laws. If the dealership is located in **Omaha/Douglas County**, a copy of the zoning permit **must** accompany your application and must be in the exact dealership name and address. The property must have one contiguous area to display ten or more motor vehicles, motorcycles or trailers.
- **PHOTOGRAPH OF SIGN/BUSINESS:** A photograph of your place of business and dealership sign must be submitted with the application. The sign must be in letters at least eight inches (8") in height and must match the dealership name that is on the application, bond, and insurance.
- **TELEPHONE:** Dealership **must** have a working telephone, and be **listed with Directory Assistance in the exact dealership name**. Cellular or mobile telephones are **not** acceptable.
- **OFFICE HOURS:** Dealership must have posted office hours. The dealership must be open 40 hours per week with at least 20 of those hours during regular business hours (8 a.m. to 5 p.m.).
- **SALESPERSONS:** One (1) salesperson license will be issued without charge to the Sole Owner, Partner, Member, or Corporate Officer of the dealership. All other persons selling motor vehicles, motorcycles or trailers must obtain a salesperson's license. The fee for a salesperson's license is \$10.00.
- **AUTOMOBILE LIABILITY INSURANCE:** **Certificate of Liability Insurance** from an insurance carrier authorized to do business in Nebraska must accompany the application. The certificate **must** contain: (1) Exact dealership name and address; (2) Type of coverage to include Automobile Liability for **ANY AUTO**; (3) Coverage dates; (4) Policy number and, (5) the Motor Vehicle Industry Licensing Board listed as the Certificate Holder including the Board's address. Insurance coverage must meet or exceed Nebraska Statute 60-534 and 60-538 limits. **Trailer Only Dealers** are exempt from Automobile Liability Insurance.
- **WORKERS' COMPENSATION INSURANCE:** The dealership must either elect or elect not to be covered under the Nebraska Workers' Compensation Act (see Workers Compensation Waiver form). If the dealership **elects to be covered**, a proper Certificate of Workers' Compensation Insurance must accompany the application. The certificate must contain: (1) Exact dealership name and address; (2) Coverage dates; (3) Policy number and, (4) Motor Vehicle Industry Licensing Board listed as the certificate holder including the Board's address. If the dealership elects not to be covered, the form exempting the dealership from Workers' Compensation should be completed and signed.
- **SERVICE FACILITY or AGREEMENT:** Dealership must have either service facilities or an agreement with a second party that is within the dealership's county to handle service and repairs.
- **LEASE AGREEMENT:** If you do not own the proposed dealership location, then a copy of the lease agreement must accompany the application. The lease must not end before December 31st and should be in your exact dealer name and address.
- **CORPORATE SURETY BOND:** A \$25,000 bond, (on a form approved by the Nebraska Attorney General) signed by a Nebraska resident agent, must accompany the application. The bond must be written to reflect the ownership of the dealership, i.e., owner, partnership, or corporation. If the dealership is a corporation, then the corporate name must be filed with the Nebraska Secretary of State-Corporate Division.
- **FRANCHISED DEALERS:** If you have a franchise agreement or contract with a manufacturer or distributor, a copy of such franchise agreement or contract must be in the exact dealership name and must accompany the application.

William S. Jackson
Executive Director